



# NROCRC

**Community Resource Centre**

Nepean • Rideau • Osgoode

## **After-School Program Worker**

**Position Type:** Part time, contract, Monday – Thursday, 10-12 hours/week

**Employment period:** September 27, 2021 – June 23, 2022

**Positions:** 2

**Salary:** \$15.00 hour

**Job Location:** Nepean – Parkwood Hills (1341 Meadowlands Drive)

### **SCOPE OF POSITION:**

The After-School Program Worker will be responsible for supporting the day-to-day program and administration tasks associated with the program. The Program Worker will support outreach, implement age-appropriate sport/recreation activities for participants and provide information and referral support for participants and their families as needed. The successful candidate must commit to work within NROCRC's model of Community Development.

### **JOB SPECIFIC RESPONSIBILITIES:**

- Supervise participants and/or volunteers participating in the program
- Organize, plan, and deliver recreation, wellness, art, and social activities
- Maintain attendance records and provide a clean, safe, and stimulating environment for participants
- Provide homework assistance
- Work within the Ottawa Public Health and Province of Ontario COVID-19 guidelines

### **QUALIFICATIONS:**

- Proven experience in delivering recreation, wellness, and social activities for target group (Grades 1-6)
- High School, College or University level student or graduate
- Proven supervision skills
- Minimum one year working with target group
- Minimum Emergency First Aid/C.P.R is necessary
- High Five Training or willingness to obtain
- Safe Food Handling course or willingness to obtain
- Vulnerable Sector police check mandatory

**Please submit your cover letter and resume by September 17, 2021**

**Reply to: Janet Donovan**

**By email: [jdonovan@nrocrc.org](mailto:jdonovan@nrocrc.org)**

We would like to thank all candidates for applying, however, only those selected for an interview will be contacted directly. Due to the high volumes of interested applicants, we will not be able to receive phone calls asking for more information on available positions.

NROCRC is an equal opportunity employer committed to building a diverse work team representative of the community we serve.

NROCRC welcomes applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.